

VICTIM WITNESS PROGRAM ASSISTANT DIRECTOR

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DEPARTMENT: Victim Assistance Program

NATURE OF WORK:

Provides direct services to reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system, including information and assistance required by the Crime Victim and Witness Rights Act. Explains complexities of the criminal justice system; provides specialized counseling or social services or referral to such services, and information and direction in applying for services available, including benefits from the Criminal Injuries Compensation Fund. May perform program management functions, including staff supervision, and serve as program director in the director's absence.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides to victims, either directly or by referral, crisis intervention services and specialized counseling, and emergency assistance, such as food and shelter, if necessary. Informs victims of financial assistance and social services available to them and provides appropriate referral information. Explains to victims how to apply for victims' compensation and assists victims in completing applications. Acts as liaison between victims and Criminal Injuries Compensation Fund and provides follow-up on claims.

Provides information to victims on developments in the investigation and adjudication of their cases including development and maintenance of a system to assist victims in minimizing unnecessary trips to court; provision of disposition information to victims and witnesses; informs victims of their right to receive advance notification of judicial proceedings and, as appropriate, provides such notice; informs victims of their right to be notified of prisoner status.

Prepares adult and child victims and witnesses for participation in trial proceedings through counseling, courtroom tours, accompaniment to court, and explanation of judicial proceedings. Informs victims and witnesses that they may request that their addresses and telephone numbers not be disclosed and assists victims in completing the Request for Confidentiality forms. As appropriate, advises victims and witnesses that they have the right to the services of an interpreter and assists the court in obtaining such services for victims. Advises victims that they may be allowed to remain in the courtroom. Informs minor victims, whenever possible, that the court may allow an adult chosen by the minor to be present in the courtroom during any trial proceeding. Coordinates with appropriate personnel to facilitate closed preliminary hearings and/or use of closed-circuit TV.

Provides written materials to victims and witnesses which explain how to obtain the program's services and summarizes victim/witness rights established by the Crime Victim and Witness Rights Act.

Counsels victims about their options with respect to the criminal justice process. Provides support services, including follow-up counseling, and victim support groups. Provides information on level of protection available to victims and witnesses and assists them in obtaining protection, as appropriate. Where available, provides a separate waiting area for victims during court proceedings. Assists in the prompt return of property held for evidentiary purposes. Directs victims to law enforcement agencies for the purpose of obtaining crime prevention services.

Advises victims that they may submit a written victim impact statement and, upon request, assist victims in preparing victim impact statement and/or coordinates with probation officers for the preparation of victim impact statements. For crimes occurring prior to January 1, 1995, provides information about the parole process and assists victims in completing and filing Parole Input Forms.

Advises victims of restitution provisions of the Code of Virginia; assists victims in seeking and securing restitution by providing information about local procedures and referrals to appropriate personnel, and, as appropriate, assists in monitoring and collecting restitution.

Processes vouchers for payment of all certified costs of a forensic medical examination of a crime victim, to the extent that such costs are not otherwise reimbursed or paid by third parties.

Coordinates and implements direct services to crime victims to include: disseminating victim assistance information; training and educating criminal justice personnel and the public regarding victim assistance and how to obtain the program's services; assisting in the development of and maintaining inter-agency service agreements; assisting in the development and maintaining a directory of social services and community resources available to crime victims; and attending relevant meetings and representing the program.

Performs administrative and program management activities including: training and supervising paid and/or volunteer program staff and delegating tasks and responsibilities; drafting correspondence and resource materials; maintaining client and program records; and acting as program director in the director's absence.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates standard office equipment to include telephone, computer keyboard, copy machine, typewriter, calculator, etc. Requires driving personal vehicle to carry out duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of State and local criminal justice system.

Knowledge of case management and crisis intervention techniques.

Ability to assist clients and make referrals following assessments.

Ability to interpret and explain policies and procedures.

Ability to work effectively with people.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's degree in social science, criminal justice, or related field; some experience in direct delivery of human services, with prior experience in victim services preferred, or any equivalent combination of training and experience which provide the required knowledge, skills, and abilities.